

## **NOTICE OF INTENT TO FILE SMALL CLAIMS LAWSUIT**

Date: [Insert Date]

Via: [Insert Method, e.g., Certified Mail]

**TO:**

[Debtor Business Name]

[Debtor Address]

[City, State, Zip Code]

**FROM:**

[Your Business Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

**RE: FINAL DEMAND FOR PAYMENT - UNPAID BALANCE \$[Amount Due]**

Dear [Contact Name or Business Owner],

This letter serves as formal notice regarding the outstanding debt owed to [Your Business Name] for [Description of Goods or Services Provided]. Despite previous requests for payment dated [Dates of Previous Notices], our records indicate that your account remains delinquent in the amount of \$[Amount Due].

Please be advised that if payment is not received in full by [Deadline Date, e.g., 10 days from receipt], we will initiate a formal legal action against [Debtor Business Name] in the [Name of County/City] Small Claims Court without further notice.

If we are forced to proceed with a lawsuit, we will seek to recover the following:

- The principal amount of \$[Amount Due]
- Applicable interest as permitted by law
- Court filing fees
- Process server fees

A judgment against your business may be reported to credit bureaus and may result in the seizure of assets or bank garnishment to satisfy the debt.

To resolve this matter and avoid litigation, please remit payment immediately to the address listed above. If you wish to discuss a settlement or payment plan, you must contact us no later than [Deadline Date].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]